

**Asset Management
Meeting Notes
January 26, 2004**

Attendance Gilbert Baladi, Steven Bower, Glenn Bukoski, Bellandra Foster, Sean Kelly, Doug LaVoie, Rick Lilly, Terance McNinch, Charles Mills, Tony Milo, John Polasek, Ronald Reid, Bill Tansil, Steve Warren, Sara Smith, Henry King

Meeting Overview
(25 words or less) Tony Milo, Moderator provided the purpose and vision for the Action Team. Team developed their Operating Charter, roles & responsibilities, and meeting format. Meeting dates and agenda for the first meeting were determined

Meeting Notes

1. Purpose and vision of the Action team was shared
2. Operating Charter, Roles and Responsibilities, and meeting format were developed.
3. Tony Milo will be the Moderator and will provide the administrative support.
4. Meeting dates, times, and locations were determined (see below)
5. Actions Items and Agenda Items for the next meeting were determined. (See below)

Action Items

1. Identify and send any additional resources that should be part of the team to Tony Milo.
2. Review Asset Management Council information provided by Rick Lilly.
3. Review the operating charter.
4. Begin reviewing issues, goals, and actions document

Additional Resources

1. Michigan Airports
2. Tunnels

Proposed Agenda Topics For Next Meeting

1. Review Asset Management Council information provided by Rick Lilly.
2. Review and approve operating charter.
3. Begin reviewing issues, goals, and actions.
4. Determine expected outcomes for the team between now and November 1, 2004.
5. Determine how to complement the current Asset Management efforts.
6. Draft agenda for next meeting
7. Post critique of the meeting

**Next Meeting
Dates**

1. Friday, February 27, 2004
8:30 – 12:00 pm
MRBA Conference Room, 924 Centennial Way, Lansing
2. Friday, March 26, 2004
8:30 – 12:00 pm
MRBA Conference Room, 924 Centennial Way, Lansing